

SITE MANAGEMENT PLANNING

**The Conference Room, Cressing Temple, Witham Road, Cressing,
Near Braintree, Essex. CM77 8PD**

Part I 11th September, 2010 and Part II 6th November, 2010

Course tutor: David Mount, Countryside Training Partnership

*Freelance environmental trainer and co-author of the Countryside Agency's publication
'Site Management Planning - A Guide' (CCP 527).*

This is a FREE two day training course provided through the Essex Works Pledge

Introduction and course aims

This training programme has been set up for the benefit of staff who are preparing management plans for Country Parks in Essex. The training will be suitable both for people with no previous experience of management planning, as well as those who may already have produced or worked to a management plan.

The course deals with site management plans and the process of management planning. The prompt for putting on this training is the Council's target of achieving 'Green Flag' status for its country parks, but our underlying goal is to help participants produce management plans that meet the needs of all those involved in the parks and which will be of real use to working site managers. The end point will be to leave participants with the confidence and ability to produce workable plans.

Format of the training

People can learn a lot at training events, but then find they don't have time to put what they learn into practice. We are addressing this problem by offering two separate training days eight weeks apart.

On Day 1 we will discuss the principles and the practice of site management planning, look at a wide range of examples, and start work on the planning process. Over the following six weeks participants will develop a plan for their site. These draft plans will be submitted to the course tutor, by post or e-mail, a week before the second training day. In part 2 of the course these plans will be returned – with written comments – and jointly we will review people's real world practice, find solutions to problems which have cropped up, and learn from one another's experiences.

Objectives:

By the end of the course participants should:

- Be in a position to produce a management plan which meets the needs of their organisation and their site
- Have worked out why they might wish to produce a management plan and the best way to set about this (and who else needs to be involved)
- Understand why it is important to take a systematic approach to site management planning,
- Be clear about the principles of 'strategic planning': knowing where they're starting from, assessing options, developing a vision, aims and objectives.
- Have thought about the problems associated with implementing management plans including work programming, financial planning, record keeping and review;
- Have received feedback on a draft plan which they have produced during the interval between the two training days
- Taken a critical view of a wide range of management plan examples.

Outline programme

Day 1: 9.30 a.m. – 4.30 p.m. – Friday 11th September, 2010

9.30 a.m. arrival for 9.45 a.m. start; finish by 4.30 p.m.

- Overview of the management planning process, demystifying the jargon
- Management planning within the Green Flag assessment process
- The purposes of management planning
- The management planning process - including consideration of who to consult, who should take overall responsibility etc.
- Strategic planning: Assessing the site, developing a 'vision', developing policies.
- Operational Planning and plan implementation
- Work programming
- Financial Planning / budgeting
- Monitoring and review
- Project management
- Introduction to a range of management planning tools:
 - Limits of acceptable change, Carrying capacity, Favourable condition
- Management plans within a 'planning hierarchy'
- Briefing for work to be carried out between Days 1 and 2
- Brief review of Day 1 and agreement about priorities for Day 2.

Day 2: 9.30 a.m. – 4.30 p.m. – Friday 6th November, 2010

9.30 a.m. arrival for 9.45 a.m. start; finish by 4.30 p.m.

- All day seminar to review plans produced by participants over the previous few weeks
- Plenary feedback and discussions
- Course evaluation, agreement of actions needed to enable plans to be completed.

Background reading - It will be useful if participants have access to / have had a look at these two documents. Both are available on the web as PDF files.

CABE Space (2004) *A Guide to Producing Park and Green Space Management Plans*

www.cabe.org.uk/files/parks-and-green-space-management-plans.pdf

CABE Space (2004) *Raising the Standard – The Green Flag Award Guidance Manual.*

www.greenflagaward.org.uk/docs/raising_the_standard.pdf